

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST IV -
Assistant Correctional Staffing Administrator

SALARY GROUP: B20

DEPARTMENT: Training and Leader Development Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Benny Kinsey DATE: 12/02/2021

POSITION #: 037125

I. JOB SUMMARY

Performs highly complex human resources management work. Work involves coordinating and administering the operations of a human resources management program. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates and administers correctional application program processes; assists in planning, developing, revising, and implementing program policies and procedures; conducts periodic audits of correctional application activities to ensure compliance with policies and procedures; evaluates correctional application processing activities; and analyzes reports regarding correctional application operations and makes recommendations for improvement.
 - B. Provides liaison with other departments, divisions, agencies, and staff; provides advice and assistance on correctional application matters; and assists in developing and operating a system of communication for disseminating information to current and prospective employees.
 - C. Reviews and prepares training programs and materials; evaluates the specific training needs of agency human resources representatives, human resources management, and program staff; and coordinates with other departments to provide training in specific program areas.
 - D. Prepares and oversees the preparation of correspondence, technical and status reports, and other documentation regarding correctional application programs and activities; completes surveys and questionnaires; and compiles and analyzes wage data.
 - E. Trains and supervises the work of program staff; counsels staff on issues and explains rules, regulations, and policies related to agency requirements and program processes; and provides technical assistance to others regarding human resources and program policies, procedures, and actions.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning technical program support, human resources, or program administration experience.
3. One year full-time, wage-earning human resources experience.
4. Computer operations experience preferred.
5. Experience in the supervision of employees preferred.
- * Applicants must meet the Texas Law Enforcement Telecommunications System (TLETS) access eligibility criteria as contained in the FBI Criminal Justice Information Systems Security Policy.

Must maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of job evaluation methods.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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Page 3 of 3

7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to review technical data and prepare technical reports.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to train and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.